Dear ABCEF Grant Award Winner, February 16, 2022.

Now that you have your check, it’s time to spend it! This letter contains 3 parts you will need for your grants: 1. Key Information, 2. Purchasing Procedures, and 3. Ed Foundation Expenditures and Reporting Procedures.

You may be aware that spending through schools can be challenging, so the following is to walk you through the process and hopefully make this easier. The information comes directly from Joshie Cox, Director of Purchasing, and she has reviewed this letter.

We’ve tried to keep our expenditures and project reporting to a minimum; however, we do have our own boxes to check and written agreements and deadlines to which to adhere.

Questions? Please contact Danielle Weseman at danielle.weseman@abcusd.us

1. **Key information:**

* Why is the check written to your site/program? Because if it is written to you, you will pay income tax on it and we would be issuing 1099s, which presents a different set of challenges.
* Checks should be deposited in the school site accounts--secretaries are well-versed in this.
* All requisitions must be approved by signature and dated before orders can be placed by purchasing.
* *Deadline* district-wide for all reqs to be submitted to Fiscal is *April 1st* every year.
* Be aware that there are some items that may require discussion with Joshie Cox because of insurance/liability reasons.

1. **Purchasing Procedures:**
2. Be sure to include your name and phone number in your requisition so Purchasing can contact you if the item you want is not available or a substitute is necessary.
3. Print out the order details for your items, with the exact dollar amounts itemized including tax and shipping to give to your secretaries. (This is can be the shopping cart online. Do not purchase anything!) /the Purchasing department may purchase from another vendor who accepts purchase orders or gives a better price.
4. Give the printed order details to your secretary and ask her to fill out a requisition (red number on the top right) for your items using the information on the order details. She will date it.
5. The requisition goes to the principal to sign.
6. The requisition is sent/carried to the principal’s supervisor to sign. Next, it goes to Fiscal to check that all is in order, and then it goes to purchasing, who will then process the order. It will be a minimum of 2 weeks to get it to purchasing, and then time will vary depending on the item and company it’s being purchased from, maybe a month. If anything is missing or incorrect it will get sent back.
7. I suggest that either you, your secretary, or your principal check on the requisition status after 2 weeks to check its location and status.

In order to balance our books, keep taxes in order, and enjoy continued financial support from community donors and partners, we need your expenditures and reports about your projects.

**On or before May 31, 2022, Ed Foundation grant winners must send in the following:**

* expenditures and receipts of purchase
* 1-2 paragraph describing your project, its outcomes for students/families/communities (as appropriate) and how you evaluated the outcomes (could be grades, performances, anything that shows the success).
* Please include student work, photos or video as well. Student thanks-yous can be passed on to community partners

You can use the attached budget sheet and attach your receipts, report and any photos/student work/outcome info to it. Please send them via one of the following:

* Electronically: Danielle.weseman@abcusd.us
* District mail: Danielle Weseman, ABC Ed Foundation
* US mail: ABC Education Foundation, 16700 Norwalk Blvd., Cerritos CA 90703